

County of San Diego, Health and Human Services Agency (HHS) Agency (HHS)
CalWORKs Program Guide

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Background

Under the Semi-Annual Reporting (SAR) system recipients are required to report only certain changes mid-period.

Policy

44-270.J.1 Evaluating Multiple Changes

If a recipient experiences multiple changes within the same SAR Payment Period, evaluate each change separately **and** sequentially (based on when each change occurred), in accordance with the appropriate SAR rules:

- Mandatory Mid-Period Reports (CPG 44-270.G)
- Voluntary Mid-Period Reports (CPG 44-270.H)
- County-Initiated Actions (CPG 44-270.I).

The different circumstances must **not** be combined for a net result. Each change must be evaluated and acted upon separately. See CPG 44-270.J.3 for examples.

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44-270.J.2 Multiple Voluntary Reports

When multiple changes are **voluntarily** reported, first determine whether the changes are independent of each other.

Take action as follows:

If the changes are ...	Then...
Independent of each other	Evaluate each change separately and act only on those changes that result in an increase in CalWORKs. Example: A recipient reports his/her current job ended and that he/she started a new job.
Part of the same change	Treat the events as one change and take action only if the change will result in an overall increase in CalWORKs. Example: A new household member is reported and the new member has non-exempt income and/or property.

In situations where acting on one change will increase benefits mid-period while acting on another change will decrease benefits, act only on the change that will increase benefits. Make a note, as a Held Change, of information regarding any change that is not acted upon. Follow-up at the next SAR 7 or at annual redetermination, whichever comes first, and send a No Change Notice of Action (NOA) to the Assistance Unit (AU).

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NOTE: If the change has not been verified, the AU is required to report the change and provide necessary verification on the next SAR 7 or annual redetermination, per CPG 44-270.H.1.

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44-270.J.3 Examples of Multiple Changes

Example 1A: New Household Member with Income	
Scenario	An AU is in the January – June Payment Period (SAR Cycle 1). On January 15 th , the AU reports that Dad moved back into the home and has a part-time job.
Outcome	Dad’s earnings will result in a decrease in CalWORKs for the AU. Dad will not be added to the AU and his income will not be counted in the benefit determination until the next SAR Payment Period following the SAR 7 or annual redetermination.
Example 1B: Parole Violation Reported for Other AU Member	
Scenario	On February 17 th , the AU reports that Mom violated the conditions of her parole.
Outcome	Timely action required to discontinue benefits for Mom effective February 28 th as she is no longer eligible to CalWORKs.

Example 2: New Household Member has Change in Income	
Scenario	An AU is in the January – June Payment Period (SAR Cycle 1). On February 4 th , Dad moves into the home. He has no income. The AU voluntarily reports this information to the Eligibility Worker on the same day. The worker requests information to evaluate eligibility for Dad. The AU later reports that Dad began getting income on February 10 th . At the time of the report, the application to add Dad to the AU is still pending.
Outcome	Since the application to add Dad has not yet been completed, Dad’s new income must be used to evaluate eligibility for Dad: <ul style="list-style-type: none"> • If adding Dad and his new income will decrease the AU’s benefits, no action is required to add Dad until the next SAR Payment Period. • If adding Dad and his new income will make the AU ineligible, the entire CalWORKs case needs to be discontinued at the end of the current SAR Payment Period after his income is reported on the SAR 7 or annual redetermination. <p>NOTE: If aid for Dad had already been approved, no action is required on the report of the new income until the next SAR Payment Period.</p>

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Example 3: New Household Member and AU Income Decrease

Scenario	Dad moves into the home and has income. Mom has a decrease in earnings. Both changes are reported to the Eligibility Worker on the same day.
Outcome	The worker must first determine which change occurred first and is required to act on each change separately. If adding Dad and his income will decrease CalWORKs for the AU, the Dad (or his income) will be added until the next SAR Payment Period after his income is reported on the next SAR 7 or annual redetermination. Timely action must be taken to increase CalWORKs due to Mom's decrease in income.

Example 4A: Income Increase

Scenario	An AU voluntarily reports an increase in income under the Income Reporting Threshold (IRT).
Outcome	Action, to act on the reported increase in income, will be taken until the next SAR Payment Period because the change will decrease CalWORKs.

Example 4B: Fleeing Felon Status

Scenario	Later in the same SAR Payment Period, the AU reports that a household member is a fleeing felon.
Outcome	The HSS will discontinue benefits for the ineligible member at the end of the month with timely and adequate notice.

Example 5: Pregnant Woman Only (PWO) AU

Scenario	A PWO AU is in the January – June Payment Period (SAR Cycle 1). Deprivation for the AU is Absent Parent. The baby is born in February. The fully-employed father moves into the home in March. Both changes are reported at the same time in March. Dad is the Primary Wage Earner (PWE).
Outcome	The baby's eligibility must be evaluated first since this change occurred in February. The March report of the baby in the home is the application date for the newborn and all eligibility factors must be evaluated as of the report date. If ineligibility for the baby occurs any time before aid is approved, the CalWORKs application for the baby must be denied . Since the father is in the home and the PWE is fully-employed, the CalWORKs applications for the baby and for Dad will be denied due to no deprivation. CalWORKs will continue for Mom, including any PSN payments, through the end of the current SAR Payment Period, as explained in CPG 44-270.H.

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	NOTE: If the baby’s birth had been reported earlier and the baby was added to the AU before the father moved into the home, Mom and the newborn would remain eligible to CalWORKs through the end of the SAR Payment Period.
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Example 6: New Household Member and AU Income Decrease	
Scenario	An AU of 2, Mom and her child, is in the January – June Payment Period (SAR Cycle 1). Mom is working part-time. Unemployed Dad moves into the home on February 5 th and Mom loses her job on February 8 th . Both changes are reported to the Eligibility Worker on February 9 th .
Outcome	Each change must be evaluated separately in the order in which they occurred. Benefits for the current AU will increase effective February (i.e., a supplement will be issued) based on the report of Mom’s decreased income. Dad will be added to the AU effective March 1 st , the first of the month following the report.

ACLs 12-25; 12-25 Errata

Procedure:

None.

Impacts:

None.

References:

- ACL 12-25
- ACL 12-25E
- ACL 13-109
- ACL 14-100
- ACL 15-92
- ACIN I-02-16

Approval for Release:

March 22, 2016

Sunset Date:

This policy will be reviewed for continuance by March 31, 2019.